

*LANL Property
Management Manual*

Multiple-User Property

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Equipment Pools

Policy

An equipment pool is a collection of property items, usually similar in general purpose, available for shared or temporary use by organizations or individuals who do not use them often enough to warrant permanent acquisition. Pool items also may be used to temporarily replace items under repair or awaiting permanent replacement.

Pools are to be established whenever it is practical and economical to do so. The criteria for placing items in pools include their portability and their suitability for use by more than one individual or organization. Examples of typical pool items include:

- measuring equipment
- electric motors
- photography equipment
- tools
- microscopes
- construction equipment

The pool may be a physical collection of items or merely a listing system that identifies available items, locations, and lengths of availability. Pools that are physical collections must be stored in a secured area. The pool's property center must maintain accurate records concerning:

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- pool custodian
- specific items in the pool, with acquisition costs
- sign-outs, using the Equipment Log (see Appendix)

Property Management (PM) will review the use of equipment in pools annually to:

- redistribute or retire unneeded items
- consider permanent transfer of items signed out to other organizations for more than one year

Cross-references:

41 CFR 101-25.109-2

41 CFR 109-25.109-2 & 25.101-1-50(b)

Joints X.1

Procedure

The organization wishing to establish a pool first submits a memorandum to its property specialist (PS) requesting an orientation meeting. At that meeting, PM representatives, the property administrator (PA), the line manager, and other personnel designated by the line manager establish systems for record-keeping and equipment storage, sign-in/sign-out procedures, user eligibility, reporting procedures, and pool custodianship.

When the pool is established, the pool custodian signs a blanket Accountability Statement (see Appendix) for the items in the pool, which then are

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entered into Status Subaccount 12 in PAIRS with that person as custodian. Though a user signs an Accountability Statement as part of the Equipment Log, the pool custodian does not need to re-sign a statement upon each sign-in. It is recommended that the custodian verify the return of the item by initialing the log; otherwise, the "Initials" field should be used by the worker returning the item. The pool custodian is responsible for keeping pool records and, with the PA, PAIRS records accurate.

Once yearly, the pool's property center must review its records to identify any items no longer receiving sufficient use to justify their retention. These items must either be redeployed within the property center or excessed. PM requests from the center by memorandum an aggregate report indicating:

- how the review was conducted (sign-out records, charge-backs, maintenance inspections, etc.)
- the purpose of the pool
- who in general may use pool items
- an inventory of pooled items
- the value of the pooled property

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- acquisitions since the last reporting period, by number and value
- transfers of property from the pool, by number and value
- copies of each of the pool's Equipment Logs for the year, or a listing showing the number of sign-outs of each item

The PS for that center then verifies this information, the accuracy of the pool and PAIRS records, and on an item-by-item basis, the justification for retention of the items in the pool. He or she also conducts an analysis of the effectiveness of the pool. The PS writes a report for the PM team leaders, with copies to the pool custodian, PA, and line manager, that includes recommendations for removal of under-used items. The PS then follows up with the custodian to ensure that the recommendations are addressed. The PS's reports for all Laboratory organizations are filed for future review by DOE.

Shared Property

Policy

"Shared property" refers to items not part of a pool but used by more than one individual. An example is a laptop computer assigned in PAIRS to a group

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leader but available for sign-out by designated group members.

Users accept responsibility for the item by signing the Equipment Log when taking the equipment. However, the custodian has the right to recall signed-out equipment or rescind shared-use privileges from some or all users at any time.

The PA maintains a file of authorized users for each shared item.

Procedure

A custodian wishing to share property notifies the PA via a memorandum listing the names, Z numbers, and locations of workers who will be authorized to use the equipment. The PA places the item in Status Subaccount 15 of PAIRS and helps the custodian establish a system for signing the item(s) in and out using the Equipment Log. The log must be accompanied by a list of the names and Z numbers of the people authorized to take the property.

The custodian may modify the list of authorized users or end the shared-use arrangement through another memo to the PA. The PA updates the property center's file and, if appropriate, removes the item from Subaccount 15. The custodian is responsible for notifying affected users.

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Transport/ Removal

Each equipment-pool or shared item is accompanied by both a Property Removal/Pass Request Form (PRF) and a property pass. These allow it to be transported on- or off-site as needed. See "Shared Property" in the chapter on "Transporting Property" for the procedure.

Joint Use

Policies

Property is considered to be in "joint use" when it:

- is being used for a Laboratory research project someplace that is not a LANL work site and is not controlled by a Lab organization
- is to be set up, used, or dismantled by someone other than a LANL employee, even if a LANL employee sometimes or usually uses it at the off-site location
- does not meet the definition of government-furnished property because there is no contract between the Lab and the off-site organization (see Chapter IX, "Government-Furnished Property")
- does not meet the definitions of loaned or excess property because the property is being used for a LANL project and therefore still is needed by the

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Lab (see Chapter VII, "Property Loans," and Chapter XIV, "Excess Property")

Equipment can be considered property removed for travel or as part of a change of station instead of property in joint use only if:

- a LANL employee is the exclusive user of the equipment

or

- it will be used only when the LANL employee is present and supervising the work

Off-site property remains LANL property and may be recalled to the Lab with 10 days' notice. The off-site organization accepts all responsibility for loss or damage of the property, and for liabilities arising from use of the property. Responsibility for the costs of packing and transportation is decided by the LANL and off-site organizations. Property-numbered items are tracked in PAIRS and inventoried at the same time as similar on-site items.

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Joint-use property must be covered by a Statement of Work that specifies the:

- project on which the property is used
- program code
- Lab custodian to whom the equipment is assigned
- organization and location at which the equipment will be used
- research data or tangible product (equipment, materials, etc.) to be delivered to the Laboratory
- anticipated ending date of the project (expiration date)

Note: This policy is intended to support the primary scientific mission of the Laboratory. It is not to be used to provide equipment toward intangible ends such as community relations, charitable work, or educational outreach.

A signed Joint Use Agreement (JUA) must be returned to the Lab before the property is shipped. The JUA incorporates the Statement of Work and must be signed by the LANL line manager and a representative with authority equivalent to the line

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manager's at the off-site organization (not necessarily the user) .

Procedures

Initiation of Joint Use

A custodian or PA who believes a proposed transfer may be joint use contacts the Joint Use Office (JUO) of PM for guidance. If it is, a Statement of Work is prepared and signed by the property custodian and line manager. The PA completes a Shipping Manifest (SM; see Appendix) and forwards it with a copy of the statement to the JUO. The JUO reviews the statement, and may request clarifications or revisions from the custodian. Otherwise, the office prepares a JUA and sends it to the line manager and then the off-site organization for signatures, with instructions to return it to the JUO. The office then returns the SM and a copy of the agreement to the PA, who arranges shipment.

Upon distribution of the SM copies by the Shipping Office after the item is shipped, Property Accounting adds the item to status subaccount 210 in PAIRS.

Additions and Deletions

Before new items are shipped on a JUA, the SM must be brought to the JUO for completion and signature. When the copy is received after shipment, or when a Receiving Report (RR) or Confirmation of Receipt (COR) comes in that indicates a joint-use item was

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returned, the JUO sends an addendum to the off-site organization indicating the changes. Property Accounting makes the appropriate changes in PAIRS.

Renewals

Open JUAs are sent to joint use recipients for verification and signature annually. They must be returned signed within 14 days or the property may be recalled to the Lab (see "Closing the JUA" below).

Extensions

At least 30 days prior to the expiration of the statement of work, JUO sends a Statement of Work Expiration Letter (see Appendix) to the property custodian. The letter asks whether the:

- statement and JUA should be renewed
- property should be recalled to the Laboratory
- JUA should be closed because the property has been returned

The custodian must return the completed expiration letter to the JUO before the expiration date. If the project is continuing, the letter must be accompanied by a new statement of work indicating the new expiration date and signed by the line manager. If the project is over, see "Expirations" below.

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Recalls

The laboratory retains the right to cancel a JUA and recall the property with 10 days' notice. The JUO sends instructions to the consignee, with a copy to the PA. The PA is responsible for notifying the JUO if the property is not returned within 60 days of notification.

Returns

The consignee may terminate the JUA at any time by returning the property to the Laboratory in accordance with the terms and conditions of the agreement (see "Closing JUAs" below).

Expirations

When a statement of work or JUA expires, the line manager reviews the JUA and recommends disposition of the property. The PA works with the JUO to ensure that all items are either returned or disposed of according to Laboratory policy.

Closing JUAs

When joint-use items are returned to the Lab, JUO and Property Accounting are notified via RR or COR copies. When all property-numbered items on a JUA have been returned, the JUO checks the SMs associated with the JUA to see if expense items were provided. If so, it contacts the recipient to obtain a memorandum stating how expense items not previously returned were used. When all property is

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returned or accounted for, the JOU closes the agreement.